

SUPPLEMENTAL JOB DESCRIPTION

Classification: INSTITUTIONAL STAFF DEVELOPMENT COORDINATOR Class Title Code: 5233-094

Position Title: Institutional Staff Development Coordinator

Date Established: 08/15/88

Position Number: 15761

Date of Last Amendment: 9/12/05

This position is assigned to work in the support services area.

SCOPE OF WORK: To consult in the collaborative assessment, planning, implementing and evaluating of development and training programs under a shared services model in order to facilitate learning that develops staffs ability to perform at higher professional level, and improves individual and organizational performance.

ACCOUNTABILITIES:

- Facilitates and/or instructs seminars or classes in areas of expertise to enhance the growth and development of all personnel and to meet the changing needs/skills/technologies of a developing workforce.
- Assists and/or coordinates the set-up and operation of audiovisual equipment to support the use of technology in NH-DHHS presentations, seminars and other educational activities.
- Assist DHHS presenters to develop course content that meets curriculum objectives and the delivery needs of the participants and presenters.
- Researches and prepares course curriculum and training materials utilizing adult learning methods and objectives to ensure retention of learning as well as application to the workplace.
- Reviews program evaluations, analyzes data, and makes recommendations to revise training programs as a mechanism to provide continuous improvement via feedback.
- Receives and processes requests for the use and set-up of audiovisual equipment for ODTS presentations, seminars and other educational activities as assigned.
- Represent the Organizational Development & Training Service on committees or task forces conducting needs assessment and/or program evaluation as well as providing educational consultation.
- Coordinates and assists in department training programs including New Employee Orientation to ensure proficiency in policies, procedures and institutional related JCAHO standards.
- Collaborates with other DHHS departments to identify department and individual educational needs as well as provide educational materials or assistance in department meetings or on an individual basis.
- Coordinates and assists with special projects as assigned.

MINIMUM QUALIFICATIONS:

- See Class Specification for Institutional Staff Development Coordinator

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Mark F. Jewell, Administrator II, #12241

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Mark F. Jewell, Administrator II, #12241

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved